



DUE NOVEMBER 1ST

TRANSPORTATION GROWTH FACTOR ADJUSTMENT FORM

School Year: _____

From: _____ District

District Number: _____

To: Office of District Support Services
Kentucky Department of Education
Attention: Michaela Giles
15TH Floor Capital Plaza Tower
500 Mero Street
Frankfort, KY 40601
Office: (502) 564-3846
Fax: (502) 564-7574

Reminder: The information included on this form should not include: preschool pupils, pupils transported to the Kentucky School for the Blind or School for the Deaf, vocational schools, parochial or private schools.

Public school pupils **transported** to another public school district

List pupils for whom you provide transportation who are **not** included on your district's Growth Factor attendance report.

				Aggregate Days Transported		
District Where Pupils Legally Reside	District Attending	Days Transported	Number of Pupils	T1	T2	T5

Completed by: _____

Date: _____

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Instructions for Transportation Growth Factor Adjustment Form

Resources:

KRS 157.370 (3) Allotment of Transportation Units

702 KAR 5:020 Program Cost Calculation

The Transportation Growth Factor Adjustment Form is due on November 1. The information included on this form is the aggregate days transported of pupils (K-12 grade) from one public school district to another public school district that are not counted in your district's ADA. Do not include private schools, preschool, deaf, blind or vocational pupils. All districts must return a form.

The Transportation Codes are defined as:

T-1 A pupil transported over one (1) mile twice daily

T-2 A pupil transported less than one (1) mile twice daily

T-5 Handicapped pupils provided special transportation (must be mandated by pupil's IEP)

KDE recommends that individual pupil transportation codes be verified at least once a semester.

A district that shows a loss or no increase in T1s and T5s will not incur a deduction in funding.

Dos and Don'ts

1. Don't include private schools, preschool, deaf, blind or vocational pupils.
2. Do contact the Directors of Pupil Personnel for the number of days each child was in attendance.
3. Don't reflect more than two months of attendance in "days transported".
4. Do use the appropriate T code for aggregate days transported.
5. Don't use check marks in the T codes columns.
6. Do verify that the total aggregate days transported is not greater than the number of days transported multiplied by the number of pupils.
7. Don't use the maximum number of aggregate days transported unless confirmed with the DPP.

How to determine the number of aggregate days by T codes:

1. Use the actual days of attendance for each pupil.
2. Add together days for pupils with the same T codes.

Examples: 38 days transportation provided for three pupils:

- if all three are T1 pupils and attend 38 days
 $38 + 38 + 38 = 114$ aggregate days transported

District Where Pupils Legally Reside	District Attending	Days Transported	Number of Pupils	Aggregate Days Transported		
				T1	T2	T5
Castle	Rock	38	3	114		

- if one T1 pupil attends 38 days, one T1 pupil attends 37 days, and one T5 pupil attends 35 days
 $38 + 37 = 75$ aggregate T1 days transported 35 aggregate T5 days transported

District Where Pupils Legally Reside	District Attending	Days Transported	Number of Pupils	Aggregate Days Transported		
				T1	T2	T5
Castle	Rock	38	3	75		35